

State of New Hampshire Job Posting
NH Liquor Commission
Financial Management Division
Attorney IV
US:NH:CONCORD
#8T2867

Summary:

To supervise, integrate, coordinate, and evaluate all legal and legislative objectives and actions for the NH Liquor Commission.

Responsibilities:

Reviews documents, contracts, and relevant issues on behalf of the Commission and provides legal advice regarding them, i.e. Real Estate Committee, Human Resources Department, and Enforcement Division.

Provides Legal research on various Commission Rules, Regulations, Issues, Policies and State & Federal Laws.

Coordinates agency legislation, formulate strategy, and represent agency.

Serves as an advisor to the NHLC senior management team by effectively communicating legal advice. Assist with Legal hearings and prepare Legal hearings Orders and Decisions.

Represents Commission and manages lawsuits and legal proceedings, including criminal matters and appeals.

Oversees compliance issues interfacing with relevant State and Federal Agencies.

Conducts legal programs and initiatives to ensure efficiency and consistency in application of Commission objectives and recommend corrective action.

Works with the Justice Department on legal matters as needed.

Represents Commission at state and out of state Conferences and Seminars and prepares and presents legal training as required.

Minimum Qualifications:

Education: J.D. from an American Bar Association recognized law school.

Experience: Six years' experience in the active practice of law.

License/Certification: Valid driver's license and/or access to transportation for statewide travel.

SPECIAL QUALIFICATIONS: Must be an active member of the New Hampshire Bar Association and in Good Standing.

Must meet or exceed all requirements for continuing legal education as prescribed by the NH Supreme Court. While an employee of the Commission, the employee shall adhere to all professional standards and practices deemed necessary and appropriate by the NH Attorney General.

In addition, applicants will be subject to a reference and criminal background check.

In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature **MUST** be included with this application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting agency.

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